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Minimum Qualification Specifications  
for the Classes:

CORRECTIONS SUPERVISOR I & II

**Basic Education Requirement**

Graduation with a bachelor's degree from an accredited college or university with a major in sociology, psychology, criminology, penology, criminal justice administration, or other related behavioral science or criminal justice field.

Excess work experience as described below under General or Specialized Experience, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college curriculum in one of the previously cited majors may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents, read and interpret complex written material, and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	General Exp (Yrs)	Spclzd Exp (Yrs)	Supvry Exp (Yrs)	Total Exp (Yrs)
Corrections Supervisor I	2	1	*	3
Corrections Supervisor II	2	1	1	4

General Experience: Progressively responsible professional experience which demonstrated knowledge and application of the behavioral and social sciences as they relate to redirecting or rehabilitating persons with behavioral social problems.

Specialized Experience: Responsible professional experience in a criminal justice or related social service program having as a major function the provision of rehabilitative/redirectional services to law offenders. Such experience must have demonstrated the applicant's knowledge of the philosophy, principles, concepts and practices relating to criminal justice or allied offender rehabilitation/redirectional programs.

Examples of Qualifying Experience:

- 1) Social Service Experience - Professional counseling or other professional experience which involved providing rehabilitative/redirectional services (e.g., education, employment training, substance abuse treatment) to law offenders within criminal justice or closely allied agencies or organizations (e.g., police, courts, corrections, parole, residential treatment programs, community restitution, etc.). This work must have demonstrated responsibility for assessing individual needs, establishing specific goals and individually oriented rehabilitation/redirectional plans, carrying out individual rehabilitation plans, evaluating progress of the individual and revising rehabilitation/redirectional plans as necessary, and collaborating with others who are involved in the rehabilitation/redirection of these individuals.
- 2) Staff Specialist Experience - Professional work in a criminal justice or closely allied social service program having as a major function the provision of rehabilitative/redirectional services (e.g., education, employment training, substance abuse treatment) to law offenders, and demonstrated responsibility for the development, modification and evaluation of rehabilitation/redirectional programs, and the development and revision of program policies and procedures.

Supervisory Experience: Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

\*For Corrections Supervisor I, supervisory aptitude, rather than supervisory experience is acceptable. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the

completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **Substitutions Allowed**

1. A master's degree or successful completion of thirty (30) graduate semester credits in sociology, psychology, criminology, penology or other related behavioral science, from an accredited four year college or university may be substituted for the Basic Education Requirement and one (1) year of General Experience.
2. A Ph.D. degree in sociology, psychology, criminology, penology or other related behavioral science, from an accredited college or university may be substituted for the Basic Education Requirement and two (2) years of General Experience.
3. Excess Specialized Experience may be substituted for General Experience on a year-for-year basis.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

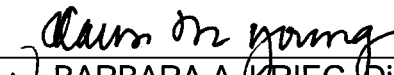
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specification for the classes Corrections Supervisor I and II, which were approved on September 20, 1982.

DATE APPROVED: June 28, 2013

  
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